



## TOWN ADMINISTRATOR'S REPORT

**January 19, 2022**



### **ADMINISTRATION:**

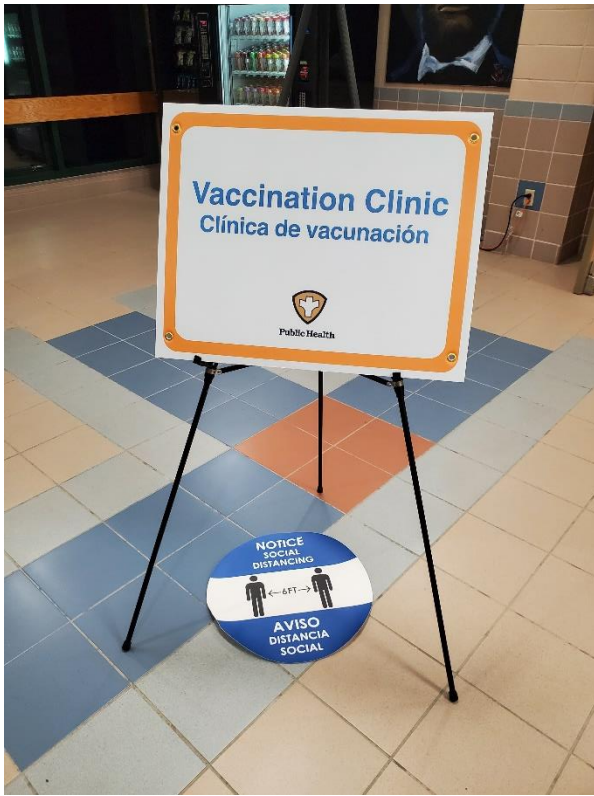
- Annual Town Report submissions from town bodies are due to Assistant Town Administrator (ATA) Megan Zammuto by February 11, 2022.
- During January 2022, the Green Meadow School Educational Visioning Group (EVG) – a group of Maynard Public Schools and Green Meadow administrators, teachers, School Building Committee members, parents, and community partners will participate in three Educational Visioning Workshops run by New Vista Design and Mount Vernon Group Architects.
- Town Administrator (TA) Greg Johnson attended the Budget Sub Committee recently to present the current status of his recommendations for the town's Fiscal Year 2023 (FY23) budget to the Select Board.
- TA Johnson is continuing to develop a recommendation to the Select Board for the re-use of the town's property at 1 Summer Street, the current fire station.
- Construction on the new fire station on Sudbury Street continues.

### **MUNICIPAL SERVICES:**

#### **Public Health**

- Board of Health Issued a Mask Order during their meeting on January 12th. The order also strongly encourages individuals to utilize masks in line with the latest CDC guidelines and ability to filter for the Omicron variant of COVID-19 when possible. This order will be revisited during regular BOH meetings.
- Maynard Public Schools and the Board of Health hosted a second COVID-19 vaccine clinic on January 4th. A total of 133 vaccine doses were distributed. Partners in the clinic included Transformative Health Solutions, Massachusetts State Trooper Ken Proulx and Margaux, Kits for Kidz, MetroWest Shared Public Health Services, Maynard Police Department, Massachusetts Department of Public Health.





## Planning/Zoning and Economic Development

- Assabet Co-Op Market Permitting: The Co-op has filed applications for approval of their location at Victory Plaza (86 Powder Mill) with:
  - Conservation Commission (Approved 01.11.21).
  - Zoning Board of Appeals (01.24.22)
  - Planning Board (01.25.22).
- Maynard Crossing:
  - The Planning Board has approved a new veterinary clinic.
  - The owners have file a request to separate Building R3 in to two, separate structures. There is a net decrease of square footage an impervious surface. R3 was originally scheduled to be a “big box” store however the applicants believe the market has shifted and that smaller units are more Appropriate for the market today.
- The MAPC Powder Mill corner study draft has been received and is being reviewed for final edits. MAPC will present the report at a joint meeting of the Select Board and Planning Board. The meeting is expected to be scheduled Mid-February and will be dedicated to the presentation. Staff is initiating a secondary grant with MAPC for follow up work on the Corridor
- Home Occupation Regulations: A public meeting to discuss proposed changes to the Town’s home occupation bylaws has been scheduled for February 9. This will be a special meeting of hosted by Planning

Board. Staff has encountered an unusually high amount of inaccurate information circulating among the public concerning the proposed changes and wishes to provide several pertinent facts:

- The Town currently has regulations in place allowing “home occupancies” and “trade shops” either by right (no zoning permit required) or by special permit of the Zoning Board of Appeals (ZBA).
  - Home occupations are common in one form or another in most communities.
  - The ZBA and the Planning Board have initiated the proposed change: following several recent ZBA hearings for the permitting of both “home occupancies” and “trade shops” the boards concluded that the existing regulations are outdated and require updating to reflect current trends. A working subgroup has been created with members from both boards.
- Specific regulations would be crafted after a period of public input is held and the data compiled and analyzed.
- A goal of the proposed change would update the existing regulations by:
  - Limiting requirements for special permit only to home occupations that may impact the surrounding area (traffic, noise, parking, odors deliveries, result in unusual burdens on infrastructure, etc.).
  - Ensuring zoning permitting is not required for businesses with no exterior impact.
- A home occupation must be incidental to the primary use of a residence.
- “Mixed-use” is not the same as a home occupation. A mixed-use project is designed to have a variety of uses and must be located in designated areas.
- This initiative does not affect real estate taxes. It does not address business registration or other non-zoning related requirements.
- Were neighborhood disruptions to occur from a “by-right” home occupation, it would be handled as a code enforcement case.

## **POLICE:**

### **Incidents:**

- On December 4th, Officers responded to a report of a theft of a catalytic converter from a customer's vehicle. The matter is under investigation.
- On December 6th, during the overnight shift an Officer notices damage to a window at a bank on Nason Street. Officers were able spoke with an employee the following morning who stated someone had admitted to causing the damage. Officers are awaiting camera footage, and the incident is under investigation.

- On December 10th, Officers responded to an anonymous report of a junk car left in the River Street Municipal lot. The vehicle had an expired registration and failed inspection sticker. The Officer was able to locate the owner of the vehicle, and the vehicle was removed from the lot.
- On December 14th, Officers responded to a report of illegal dumping on Rockland Avenue. The Officer located a tire that had been left there, the DPW was notified and picked up the item.
- On December 16th, an individual reported damage to her vehicle that occurred while at the 110 Grill on Digital Way. The damage was documented, and video footage from a surrounding business was requested.
- On December 22nd, a resident reported that she received a cashiers check that was fake from someone attempting to purchase a headboard from her via Craigslist. She confirmed the check was fake via the bank, and no items/money were exchanged. The Officer attempted to contact the individual that sent the check, without success. The incident was documented.
- The Maynard Police Department is investigating stickers from a hate group that have been placed on property around town.

### **Community Outreach**

- Unfortunately, we would like to make you aware of a recent scam that has taken a significant amount of funds from several elderly residents in the area. These scammers will often pose as a representative from Microsoft and accuse the individual of using the “dark web”. They will offer to remotely access your computer and “fix” your computer by clearing any trace of “dark web” use. They will then demand that the individual purchase gifts from the local pharmacy or grocery store and have the gift card numbers read to them over the phone. They will request gift cards in large amounts. We urge our residents to be very cautious of allowing anyone to remotely access your computer, never to purchase gift cards, send money orders or provide credit card/bank account information to anyone over the phone. Especially anyone accusing you of accessing the “dark web”. If anyone contacts you making these, or any similar claims please reach out to the Maynard Police Department at 978-897-1011 and inform them you believe you are being targeted for a scam.
- The Maynard Police Department participated and assisted with 55th annual Christmas Parade! It was a great turnout.
- Officer McCann met with the Maynard High School Track Team to discuss safety, most importantly visibility while they are running. The members of the Maynard Police Department were able to donate the funds to provide safety vests for each member of the team. The funds came from officers donating towards No-Shave November.
- Christmas Toy Drive: Sgt. Manchuso and Officer McCann pictured getting the toys ready to give to the many families in need. Thanks to all who donated this cannot be done without the generosity of the community.





### **Training:**

- Sgt. Trista Manchuso attended First Line Supervisor Training at Roger Williams college. The 80 hours of training is recognized as superior leadership training in law enforcement.
- Student Officer James Banatoski started the full-time police academy on December 6, 2021, in Boylston, MA. He is scheduled to graduate in May of 2022.
- Officer Wellborn attended In Service Training in Lowell.
- Officer O'Neill attended In Service Training in Lowell.
- Special Officer McDonald attended In Service Training in Lowell.
- Special Officer Nyholm attended In Service Training in Lowell.

### **Animal Control:**

Total Number of Calls: 39

Complaints: 1

Lost Dogs: 1 Lost Cats:

Cat Related (Other): 3 Animal/Wildlife Calls: 2

Miscellaneous: 3

Barn Inspections Completed for State: 29

### **Motor Vehicle Stops:**

### Action Taken:

Civil Citation: 8

Written Warning: 35

Verbal Warning: 101

Arrests( Motor Vehicle Related): 1

Criminal Complaint: 12

*Total Motor Vehicle Stops: 157*

### **Motor Vehicle Accidents:**

<u>Location</u>	<u>Number of Motor Vehicle Accidents</u>
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Brown Street	1
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Digital Way	1
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Great Road	3
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Howard Road	1
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Main Street	3
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Parker Street	3
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Powder Mill Road	2
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South Street	1
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Summer Street	2
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*Total 17*

## **HUMAN RESOURCES:**

### **Personnel Policies/Regulations**

- Employees are beginning to take advantage of the [COVID-19 Emergency Paid Sick Leave](#) that has been extended until April 1, 2022 or until the \$75M in program funds has been exhausted. The HR Manager is working with the Treasurer/Collector to be set up for reimbursements from the state of up to \$850 per employee.
- All [personnel policies input and updates](#) are being incorporated by the HR Manager:
  - Remote Work (new)
  - Professional Appearance (new)
  - Reimbursement
  - Donating Accrued Sick Time

## Town Meeting

- Preparing the [Annual Salary Administration Plan](#) salary table amendments article.

## Recruitment & Staffing

- There is currently one (1) Job Opening posted on the [Human Resources “Careers” Page](#):
  - Skilled Laborer
- The HR Manager continues her work with [employee relations management](#)

## Salary & Compensation

- [Collective bargaining](#) negotiations:
  - Upcoming in Jan/Feb 2022:
    - Laborers’ International Union of North America unions (DPW Laborers and Town Professionals)
    - IAFF 1947 Firefighters (2-years)
- Upcoming [Individual Employment Contract](#) negotiations in early-spring 2022:
  - Assistant Town Administrator
  - DPW Director
  - Fire Chief

## Staff Development & Training

- HR Manager has secured a [\\$1,000 MIIA grant](#) for the online Myers-Briggs Type Indicator (MBTI) Team-Building Experience for the Department Head Team in February/ March. The MBTI® personality type assessment, which forms the backbone of this experience, is invaluable in team building, leadership development, conflict management and overall improvement in team effectiveness – it is the basis of the Supervisory Leadership Development Program, sponsored through Mass Municipal Human Resources Association (MMHR) and the UMASS Boston Collins Center for Public Management which the HR Manager completed in 2019.



The online program includes the official MBTI assessment for each team member as well as individual and team reports, a shared portal to explore team dynamics, a guided group learning session within a flexible, group-paced schedule, and 3 additional self-paced courses for individual development and sharing.

- All-Staff Training – Planning is underway for a [summer All-Staff Training Day](#) & luncheon

## Benefits

- We continue to hold monthly educational meetings with the [Insurance Advisory Committee](#) (AIC).
- [Open Enrollment](#) planning is underway for May.
- [Benefits Fair](#) planning is underway allowing for both in-person and virtual options if needed.
- [Health Care Plan Rates](#) - Although the MIIA Annual Meeting and Tradeshow has been scaled back to virtual events due to the Omicron variant, we expect that MIIA will be announcing their group health care cost increase estimates virtually at the online event on the 21<sup>st</sup>, with Maynard-specific numbers to come from our contacts in late-February.

## Wellness & Staff Events

- The HR Manager has secured a [\\$8,323 MIIA grant](#) for 25 standing desks and mats for the staff. They are currently being distributed to the employees who requested a purchase.
- Weekly all-staff emails continue to communicate the many [At-Home Wellness](#) program offerings available through MIIA, BCBS, and the EAP.
  - Foundations in Meditation – 3-week series designed to help individuals learn how to establish and sustain a successful daily meditation practice



- Winter Fitness Wednesdays
  - Improve Your Posture
  - Mobility Stretches to Combat Arthritis
- Barre Cardio (ending 2/22/22)
- Strength Training (ending 2/24/22)
- The Practical Power of Gratitude
- Free Meditation Resources
- FREE Headspace for Teachers



- Mindfulness Center at Brown – free online mindfulness practices of varying lengths, regardless of health plan membership: [Brown Mindfulness Meditation Sessions online](#)

- In honor of the Martin Luther King Jr. holiday, Town Hall, Library and COA will be closed.

- Click the image to access a video we shared with our department heads from brenebrown.com: ***The Anatomy of Trust***. Research professor, author and lecturer Dr. Brene Brown discusses the fundamentals of trust and how to cultivate it through the acronym BRAVING, helping us to really understand how we do or don't trust others or ourselves. © Brene Brown, LLC

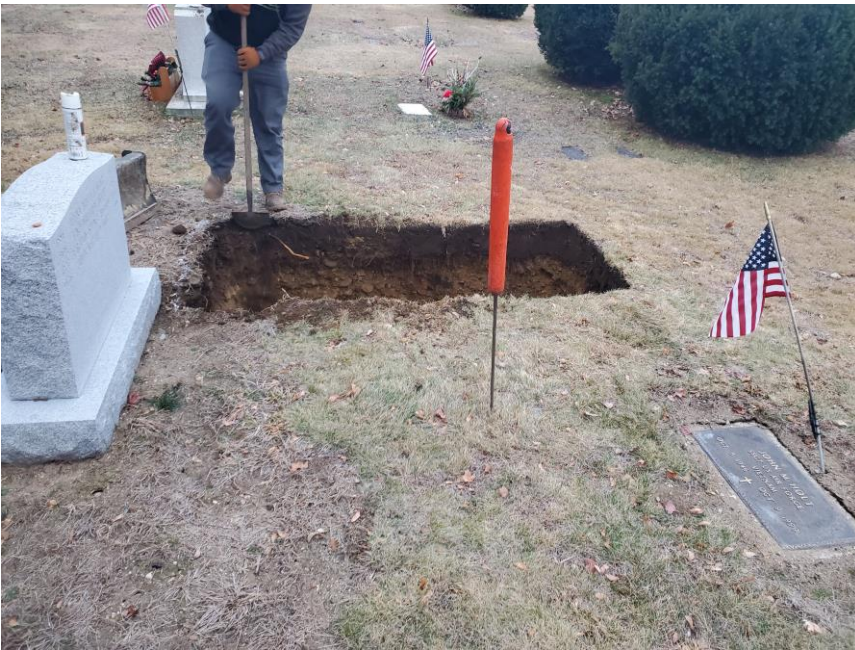


## Emergency Communication & Volunteer Coordination

- Hyper-Reach
  - Utilized for [water main repairs](#) at the Florida Road bridge project site on 1/6
  - Utilized for the staff during [storm closure](#) on 1/7.
  - Working with Hyper-Reach rep on free marketing tools for a town-wide sign-up campaign
- [Two project ideas](#) (DPW and BOH) to offer the MHS/AVRVHS Mentoring/Shadowing Program once it picks back up.

## PUBLIC WORKS:

- Public Works is collaborating with MassDOT and Tully Construction to remediate the circumstances that caused the water main break on Florida Road related to the replacement of the bridge.
- For information relative to the town's Complete Streets Program (roadway and sidewalk improvement grants from the state): <https://www.townofmaynard-ma.gov/projects/complete-streets/>
- Recent operations at the Glenwood Cemetery is shown in these pictures representing the method of the cemetery department performing burial services:



- The Boston Globe online edition included coverage of the town's newly installed electric vehicle charging stations:

<https://www.bostonglobe.com/2022/01/11/metro/new-vehicle-charging-stations-up-running-maynard/>

## TOWN CLERK:

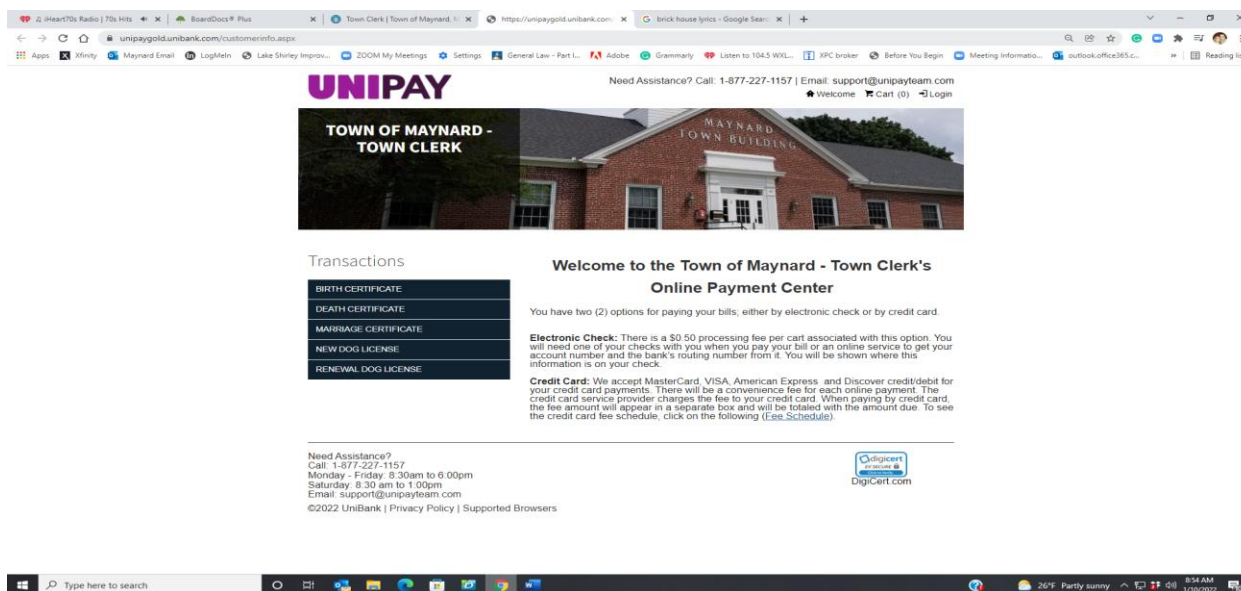
- The Town Clerk's Office is very excited to share that to enhance the community experience with the Town Clerk's office, residents are now able to pay for their requests via online. All vital records and dog licenses can be completed online, by mail or placed in the drop box at Town Hall.

<https://unipaygold.unibank.com/customerinfo.aspx>

You have two (2) options for paying your bills; either by electronic check or by credit card.

**Electronic Check:** There is a \$0.50 processing fee per cart associated with this option. You will need one of your checks with you when you pay your bill or an online service to get your account number and the bank's routing number from it. You will be shown where this information is on your check.

**Credit Card:** We accept MasterCard, VISA, American Express and Discover credit/debit for your credit card payments. There will be a \$2.50 processing fee for each online payment. The credit card service provider charges the fee to your credit card. When paying by credit card, the fee amount will appear in a separate box and will be totaled with the amount due.



- Maynard is required by state law (MGL Chapter 51 Section 4), to conduct an annual census of all residents 3 years of age and older. The Census form is mailed to every household in Maynard. This information is necessary to protect your voting rights and to provide better municipal services.
- The General Laws of Massachusetts mandate an annual street listing of residents as of January 1st each year. The Maynard Town Clerk's office sends out census forms to every household each year, at the end of January or beginning of February. Forms are due back to our office within 10 days. The census form asks for your name, gender, date of birth, occupation, and nationality if not a US citizen.
  - If you are a registered voter, failure to respond shall result in removal from the active voting list and may result in removal from the voter registration rolls.
  - If you are not a registered voter, it is still important for you to return your census form – many public benefits require proof of residency, which our office can provide for any resident who has been counted in the Census. In addition, an accurate count of residents in Maynard leads to better municipal services.
- A reminder that annual 2022 dog licenses are due by 2-28-2022, which can be completed online, by mail or placed in the drop box at Town Hall. All dogs, 6 months of age or older MUST be licensed in Maynard. (MGL, Ch. 40, Section 21-D)
  - Any new dog or recently acquired dog must be licensed within 30 days!
  - **Dogs must be licensed by February 28, 2022. Dogs licensed after this date will be subject to a \$25.00 late fee per each dog.**
- The year-end campaign disclosure report (FORM CPF M102) and a disclosure of assets statement (Schedule E) are due to the Town Clerk's office by Wednesday, January 19, 2022. Year-End Report must be filed every year so long as the committee is in existence, or the candidate maintains a campaign fund, has outstanding debts, or is an incumbent elected official. (MGL, Chapter 55)

If a candidate has received no contributions, made no expenditures, incurred no obligations during the reporting period, and does not have a campaign fund in existence, then the candidate may find it easier to

file form CPF M 102-o (Campaign Finance Report). The filing deadlines are the same as above, but only a signature is required.

A subsequent year-end report is required for incumbents and candidates or committees that have continuing balances or liabilities or did not dissolve for the post-election report. The year-end report is due on January 19, 2022 (CPF M 102-o).